603 E Washington St., Suite 200 Indianaplis, IN 46204 317.262.2200 Phone 5...262.2222 Fax



- Substance Abuse Testing
- Criminal Background Investigations
- Third Party Administration
- DOT Compliance
- www.midwesttoxicology.com

September 12, 2008

Shelley Harris
Indiana Department of Administration
Procurement Division
402 West Washington Street, W478
Indianapolis IN 46204



To Whom It May Concern:

This letter is being provided to address the requirements of the transmittal letter (2.2) required in the State of Indiana's RFP 9-8, Section Two for consideration to be a provider of controlled substance and alcohol testing services for the Indiana State Personnel Department (SPD).

Midwest Toxicology Services, Inc. does have the ability to supply the requested products and services that meet the application requirements. Our proposal will detail how we can satisfy all of the evaluation criteria listed in 3.2 in a cost-effective manner. We acknowledge, understand, and agree with the general information presented in Section 1.

In addition, we have the ability to supply all of the requested services defined in Section 2.4 and we are willing to provide them subject to the terms and conditions set forth in the RFP including, but not limited to, the State's mandatory contract clauses (Section 2.2.2). Below is a brief overview of the items in Section 2.4 that we will manage (see Section 2.4 in the proposal for more details):

- All drug and breath alcohol testing for all reasons (both for CDLs, TDPs and others)
- Providing statistically valid random selections, on-going maintenance of the random pools, hand delivery of the quarterly reports and verification that all selected employees were tested or documenting why they were not
- Providing specimen collection by qualified DOT urine collectors and breath alcohol
 technicians via mobile unit service or local area collection sites when onsite service
 is not available, following DOT urine collection guidelines. We will provide collection
 sites with emergency contact information (24 hours a day, 7 days a week) to reach
 us with questions or problems
- Providing blind specimen testing as required by DOT
- Utilizing a SAMHSA certified laboratory for all urine collections. The laboratory reports results to us in an electronic format to our Medical Review Officer. We will provide d&l isomer testing and 6AM testing at no extra charge when it is required. All non-negative tests will undergo GCMS confirmation. DOT guidelines will be followed on retention of urine samples at the lab
- Providing services of a qualified MRO (Medical Review Officer) to interpret, validate and report results in a timely, confidential manner
- Providing itemized invoicing to the designated State personnel
- Locating and providing Substance Abuse Professionals (SAPs) as needed for the State and managing all follow-up testing needs

- Providing annual MIS reports (for CDL testing) and providing services required if a State location has an audit by FMCSA/DOT or the State Police. Providing record retention of CDL testing as required by DOT and retaining testing records for the non-CDL (TDPs) for three years
- Providing qualified personnel to testify as expert witnesses, if needed
- Providing the State with up-to-date information on DOT rules and regulations as well as offering training classes as required by DOT (or as needed by the State – including non-CDL testing)
- Providing assistance to the State 24 hours a day, 7 days a week

Midwest Toxicology Services, Inc. is offering and willing to continue providing a program of controlled substance and alcohol testing on State employees subject to the terms and conditions set forth in this RFP. We have reviewed the proposed contract found in Attachment B and will accept the mandatory contract clauses.

We acknowledge that the materials contained in this response are subject to Indiana Public Records Act IC 5-14-3 with the exception of our confidential financial records which are excepted from disclosure requirements pursuant to I.C. 5-14-3-4 (a) (5) and have been sealed.

We are submitting an original (marked original), the original proposal on a CD-ROM marked original and three complete copies (marked copy) of this proposal and transmittal letter and other required documentation in accordance with the RFP.

As the current provider of controlled substance and alcohol testing services for the Indiana State Personnel Department (SPD), we hope to be awarded this contract again. We are an Indiana based company and we impart a positive, definite economic impact on Indiana. Since the inception of your program, we have provided quality service meeting all aspects of your program needs. As a company, we have experienced expansion and continual growth. We have increased our staff size, and have added additional mobile units to service our clients. Our growth has made our company more financially sound and we feel we have enhanced abilities to provide even greater service to you in the future. We welcome site visits to our downtown Indianapolis corporate office, as well as visitations to our Lebanon location where our mobile units are housed to aid in the evaluation of our proposal.

The principal contact for this proposal is:

Principal Contact:

Sharon K. Allen, President/Owner

317-262-2203 (Cell phone: 317-407-5775)

Fax: 317-262-2222

E-mail: sharon.allen@midwesttox.com

By signing below, I certify that the information offered meets all general conditions outlined in the RFP.

Thank you for your consideration!

Sincerely,

Sharon K. Allen President/Owner Midwest Toxicology Services, Inc.

Shawn X. allen

SKA/cdr

•	÷

RFP 9-8 Business Proposal (RFP 2.3)

Controlled Substance and Alcohol Testing Services

Submitted by:

Midwest Toxicology Services, Inc. 603 East Washington Street, Suite 200 Indianapolis, Indiana 46204 (317) 262-2200

2.3.1 - GENERAL

Midwest Toxicology Services, Inc. has had over 16 years of experience in specializing in the management of substance abuse testing programs. Due to our specialization, we can provide superior products and services that have been requested in this RFP. We have expert knowledge of the DOT rules and regulations that the State is responsible for complying with. DOT does hold the employer fully responsible for implementing and complying with the federally mandated rules. Therefore, the State would want to work with a third party administrator who has considerable experience and knowledge and could assist the State with any aspect of program compliance and management.

In addition to our years of experience in managing substance abuse testing programs we currently provide total DOT program services for approximately 170 Indiana school corporations, approximately 150 Indiana cities, towns and county highway departments as well as numerous other DOT clients (trucking companies, construction companies, private companies, etc.) Our management of substance abuse testing programs also includes non-regulated companies and corporations. We currently provide management, testing, program oversight and database management services for over 1,000 companies who participate in the following Indianapolis construction related programs: MICCS (Metro Indianapolis Coalition for Construction Safety), IBEW – Local 481, Electrical Workers, ABC (Association of Builders and Contractors), a statewide program for ISPTA (Indiana State Pipe Trades Association), IUCSAT (Indiana Union Construction Substance Abuse Trust), COATS (The Construction Owners Association of the Tri-State), and SWIBT (Southwestern Indiana Building Trades).

2.3.2 - RESPONDENT'S COMPANY STRUCTURE

Midwest Toxicology Services, Inc. is a "S" corporation and is incorporated in Indiana (see **Appendix A**). We are a third party administrator for controlled substance and alcohol testing programs. We provide total management services for all aspects of substance abuse testing programs to include the following services: policy review and development, employee education, supervisor training, random selection programs, urine collections, breath alcohol testing, laboratory testing of specimens, MRO (Medical Review Officer) review of all test results, preparation of DOT annual reports, assistance with DOT program audits, blind performance testing and consulting services. The types of business ventures we are involved with would include both DOT and non-regulated testing programs. The types of businesses/corporations we work with include: any state, city, and county agencies, any public and private companies, union groups, construction groups and personal testing.

A chart of our company organization is included in **Appendix B**.

2.3.3 - COMPANY FINANCIAL INFORMATION

Midwest Toxicology Services, Inc. is a financially solvent and secure company. Financial information to include income statements and balance sheets for 2007 and 2006 are provided in **Appendix C**. We are claiming statutory exception to the Indiana Public Records Act and therefore this information is sealed and marked confidential.

2.3.4 - INTEGRITY OF COMPANY STRUCTURE AND FINANCIAL REPORTING

Sharon Allen, as President of Midwest Toxicology Services, Inc., serves as the CEO and has taken personal responsibility for the thoroughness and correctness of all of the financial information supplied with the proposal. The requested financial information can be found in **Appendix C**.

Regarding separation of audit functions, we do not have any independent outside audit functions performed. We do contract with a reputable accounting firm to review our financial records and prepare all tax returns. Our Board of Directors are presented with financial reports at every meeting where they also review all financial reports.

2.3.5 -CONTRACT TERMS/CLAUSES

Midwest Toxicology Services, Inc. accepts the non-mandatory contract clauses.

2.3.6 - REFERENCES

• State of Indiana

Bruce Baxter 402 W. Washington Street Indianapolis, IN 46203

Phone: (317) 233-8796 **Fax:** (317) 232-3089

Email: <u>bbaxter@spd.state.in.us</u>

Description of Client Program:

Since the inception of the State's program in 1995 we have provided all elements of the testing protocol requested in this RFP for the State. We have repeatedly received excellent ratings from Bruce Baxter and other State contacts whom we have worked with in both the State Personnel Department and INDOT. The following individuals at INDOT will also serve as references for the State's program: Rick Fox

Kim Allman

Duke Energy

Jerri Garmon 139 East 4th Street Cincinnati, OH 45202 **Phone:** (513) 287-2918

Email: jerri.garmon@duke-energy.com

Description of Client Program:

We provide Duke Energy on-site mobile unit service for approximately 140 locations in Indiana and Ohio. We manage 5 random pools with a total pool population of approximately 2,100. In 2007, we started providing on-site random service to 8 of their locations in the Carolina's. This service tests the non-regulated construction workers on their job sites.

ISPTA/MCAI - Plumbers and Steamfitters - Local 440

Dave Posey, Business Manager/Financial Secretary

3747 S. High School Road

Indianapolis, IN 46241

Phone: (317) 856-3771 **Fax:** (317) 856-7547

Fax: (317) 856-7547 **Email:** dposey@ualocal440.org

Description of Client Program:

This is a statewide program for the State Pipe Trades. We perform monthly random selections for 6 pools, with approximately 6,000 participants.

Indiana Union Construction Substance Abuse Trust (IUCSAT)

Top Notch (Labor Management Association) 1828 N. Meridian St., Suite 121 Indianapolis, IN 46202

Contacts:

Michelle Boyd, Top Notch:

Phone:

(317) 927-0499

Fax:

(317) 927-0911

Email:

mboyd@topnotch.org

David Frye, Business Manager of Laborers Local 120

Phone:

(317) 634-8551

Fax:

(317) 685-1237

Email:

(317) 003-1237

dfrye120laborers@aol.com

Phil Kenney, FA Wilhelm Construction:

Phone:

(317) 359-5411

Fax:

(317) 322-5670

Email:

pkenney@fawilhelm.com

Description of Client Program:

We started managing their State-wide program in 2007. Currently, they have a total of approximately 18,000 participants. We manage all aspects of their drug testing program including random testing (approximately 1,000 randoms). The different locals involved are: Laborers, Carpenters, Sheet Metal, Painters, Cement Masons, Plasters, Operating Engineers, Bricklayers, Roofers & Non-Collective Bargaining

Indiana Statewide Association of Rural Electric Cooperatives

Connie Sparks, Department Assistant

720 North High School Road

Indianapolis, IN 46214

Phone: (317) 487-2262 Fax:

(317) 247-5220

Email:

csparks@indremcs.org

Description of Client Program:

We manage a DOT consortium for this association. They have 2 random pools with approximately 500 participants. We provide on-site service to approximately 35 locations in Indiana.

Rieth-Riley Construction Company, Inc.

Janice Bell

3626 Elkhart Road

Goshen, IN 46527-0477

Phone: (574) 875-5183

Fax:

(574) 875-0793

Email:

imbell@rieth-riley.com

Description of Client Program:

We manage both a DOT and a non-DOT program for them (including random testing). We currently manage 96 collection sites for them to use as well as managing any follow-up testing that is needed on individuals.

As was mentioned in the section 2.3.1, Midwest Toxicology Services, Inc. currently provides DOT and non-regulated substance abuse testing services for numerous school corporations, cities, towns, county highway departments, construction programs, unions, and other types of companies within Indiana. If additional reference information is desired on any client(s) other than those specifically mentioned above, please contact us for that information.

2.3.7 - REGISTRATION TO DO BUSINESS

Midwest Toxicology Services, Inc. is registered in Indiana with the Indiana Secretary of State as follows:

Midwest Toxicology Services, Inc.

603 East Washington Street, Suite 200

Indianapolis, IN 46204

Control Number:

1992050175

Status:

Active

Entity Type:

For-Profit Domestic Corporation

Entity Creation Date:

5/6/1992

2.3.8 – AUTHORIZING DOCUMENT

The person signing the Transmittal Letter of this proposal is legally authorized to commit the organization contractually. A copy of our bylaws are attached in Appendix D.

2.3.9 - SUBCONTRACTORS

We anticipate using the following subcontractors for the State's program:

Laboratories: All drug testing is performed by Kroll Laboratories (two locations):

Kroll Laboratory Specialists, Inc. – SAMHSA Certified Laboratory 1111 Newton Street Gretna, Louisiana 70053

Kroll Scientific Testing Laboratories, Inc. – SAMHSA Certified Laboratory

450 South Lake Boulevard Richmond, Virginia 23236

State of Incorporation:

Louisiana (date – 1978)

Responsibilities:

Analysis of urine specimens

Anticipated dollar amount for subcontract: \$145,680.00

Organization Form:

Publicly held company

Dr. Steven Moffatt - Medical Review Officer

Address: 303 North Alabama Street

Suite 110

Indianapolis, Indiana 46204

State of Incorporation:

Indiana

Responsibilities:

Provide medical review on all drug tests that are

conducted for the State

Anticipated dollar amount for subcontract: \$12,000.00

Organization Form:

S Corporation

Alternate collection sites: The following list of alternate collection sites are currently in use as subcontractors for the State's program. This list will increase with the additional testing of TDP's.

Address, State of Incorporation, Organization Form: Provided upon request

Responsibilities: Provide urine collections and breath alcohol tests for the State's collection needs that cannot be met through an on-site visit.

Anticipated dollar amount for subcontract: \$79,200.00

	Calledian Ste Name	City	Shila
1	Acute Medical Center	Greencastle	IN
2	AmbuCare Clinic	Terre Haute	IN
3	Arnett Clinic Occupational Health	Lafayette	IN
4	Athens Orthopedic Surgeons	Crawfordsville	IN
5	Bedford Regional Medical Center	Bedford	IN
6	Bloomington Hospital of Orange County	Paoli	IN
7	Bluffton Regional Business Health Services	Bluffton	IN
8	Brookville Immediate Care	Brookville	IN
9	Community Occ. Health Center - Anderson	Anderson	IN
10	Deaconess Urgent Care - Lawndale	Evansville	IN
11	Deaconess Urgent Care - North Location	Evansville	IN
12	Dearborn County Hospital (Lab)	Lawrenceburg	IN
13	Decatur County Memorial Hospital	Greensburg	IN
14	Dr. William Sutton	Mt. Vernon	IN
15	Dukes Memorial Hospital	Peru	IN
16	Fayette Memorial Lab	Connersville	IN
17	FirstMed	Gary	IN
18	Gateway Health Center	Newburgh	IN
19	Goshen Occ. Hith Ctr (Dunlap Urgent Care)	Goshen	IN
20	Hancock Occup Health	Greenfield	IN
21	Harrison Family Medicine	Corydon	IN
22	Healthy Companies - Logansport Mem. Hosp.	Logansport	IN
23	Hendricks Occupational Medicine	Plainfield	IN
24	Henry County Memorial Hospital	New Castle	IN
25	Hoosier Health Care Northwest	Portage	IN
26	IMED (Industrial Medicine)	Jasper	lN
27	IMH Goodland Clinic	Goodland	IN
28	IMH Kentland Clinic	Kentland	iN
29	Ireland Road Medical Group (MedPoint)	South Bend	IN
30	Jackson Park Physicians	Seymour	IN
31	Jasper County Hospital	Rensselaer	IN
32	LaPorte Medical Grp	LaPorte	IN
33	Lexington Clinic Occupational Health	Lexington	KY
34	Lincoln Lab	Tell City	IN .
35	Madison Clinic - Clifty Dr. (Hill Top)	Madison	IN
36	Madison Clinic - Main St.	Madison	IN
37	MCV Lab	Vincennes	IN
38	Med One of St. Joseph	Kokomo	IN
39	Med One Urgent Care South	Anderson	IN

40	Med Surg Plus	Richmond	IN
41	Memorial Hospital and Health Care Center	Huntingburg	IN
42	Midwest Toxicology Services, Inc.	Indianapolis	IN
43	Midwest Toxicology Services, Inc.	Lebanon	IN
44	MOHC - Shadeland	Indianapolis	IN
45	MOHC - Southeastern	Indianapolis	IN
46	Occupational Medicine Physicians	New Albany	IN
47	Off Hours Medical	Valparaiso	IN
48	Parkview Occupational Health of Huntington	Huntington	IN
49	Parkview Whitley Occupational Health	Columbia City	IN
50	PromptCare West	Bloomington	IN
51	PromptMed	Columbus	IN
52	PromptMed - Edinburgh	Edinburgh	IN
53	Pulaski Memorial Hospital	Winamac	IN
54	RediMed Huntington & PT	Huntington	IN
55	RediMed North	Ft. Wayne	IN
56	RediMed Northeast	Ft. Wayne	IN
57	RediMed Southwest	Ft. Wayne	IN :
58	Regional Occupational Care Center (ROCC)	Lafayette	IN
59	Reid Hospital & Healthcare Services	Richmond	IN
60	Riverview Health Pavilion	Noblesville	IN
61	Schneck Medical Center (formerly Memorial Hospital)	Seymour	IN
62	Scott Memorial Hospital	Scottsburg	IN
63	St. Catherine Hospital Occupational Health	East Chicago	IN
64	St. Joseph Hospital of Marshall County	Plymouth	IN
65	St. Mary Medical Center Occupational Health	Hobart	IN
66	St. Vincent Frankfort Hospital Lab	Frankfort	IN
67	Tell City Clinic – Mission Health	Tell City	IN
68	Terre Haute Med Lab	Terre Haute	IN
69	Tipton County Memorial Hospital Lab	Tipton	IN
70	Urgent Care of Cameron	Angola	IN
71	US Healthworks	Muncie	IN
72	US Healthworks	Muncie	IN
73	US Healthworks - Elkhart	Elkhart	IN
74	US Healthworks (Formerly Convenience Clinic)	Warsaw	IN
75	WCMS Clinic	Lafayette	IN
76	White County Memorial Occupational Health	Monticello	IN '

RFP 9-8 Technical Proposal (RFP 2.4)

Controlled Substance and Alcohol Testing Program

Submitted by:

Midwest Toxicology Services, Inc. 603 East Washington Street, Suite 200 Indianapolis, Indiana 46204 (317) 262-2200

TECHNICAL PROPOSAL

Midwest Toxicology Services, Inc. will provide complete services required by RFP 9-8 to conform to the dictates of the Omnibus Transportation Employee Testing Act of 1991 and 49 CFR Parts 40 and 382.

The following pages will detail how we will provide all the products and services requested in Attachment E of the RFP 9-8. As requested, the numbering in our outline corresponds with the RFP outline.

- 1. Testing. We will provide, as applicable, for the collection, testing, MRO service, and reporting of results for all of the following required tests for both CDL and TDPs:
 - a) Pre-employment
 - b) Post-accident
 - c) Random
 - d) Reasonable suspicion
 - e) Return-to-duty
 - f) Follow-up
 - g) Other requests by SPD

2. Identification of persons to be tested based on statistically valid random selection methodology.

- a) We currently have the State's random pool already set up since we have held this contract since 1995. We will continue to provide ongoing maintenance of the random selection process to meet all DOT requirements as well as all requirements for TDPs, if selected to continue the contract. This would include the following specific steps:
 - We will perform random selections using a tamper-proof computerized random selection process. We have special software written to incorporate a "seed value" which locks in the selected numbers and prevents tampering as is required by DOT.
 - We will perform updates to the pool on a timely basis. This will be accomplished by asking the appropriate persons in each district or location to submit "add/delete" forms to our Lebanon office when any individual needs to be added to the pool or removed from the pool.
 - 3. We will prepare quarterly individual random selection reports for each INDOT district/subdistrict and State Personnel locations that will contain the following information relative to that quarter's random selection:
 - i. A complete list of all employees in the pool.
 - ii. A list showing all numbers selected for the quarter and the seed value for that selection.
 - iii. Individual reports for each INDOT district/subdistrict and for each State Personnel location that identifies each employee

selected for testing and which test the individual was selected for (drug only or drug and alcohol).

- b) We will personally hand deliver each quarter's random selection reports to State Personnel and INDOT contacts.
- c) To assure proper records have been kept, documenting that all individuals selected were tested; we will keep written documentation of this information. If anyone did not complete the required testing, this will also be documented, noting the reason for incompletion of testing.

3. Notice of persons to be tested.

- a) After each random selection has been completed, we will personally deliver notebooks containing all of the information detailed above in 2. i. ii. iii. to the contact(s) at INDOT and State Personnel.
- b) We will also keep ongoing written documentation verifying that all individuals who were selected did complete testing within the testing period. If any individual did not complete testing, written documentation will also be noted as to the reason why. This information will be available upon request should the State or DOT auditors ask for it.

4. Specimen collection.

- a) We will provide on-site collection service for drug and alcohol tests to the majority (80 to 85%) of the State work sites by mobile unit.
 - Our mobile units are custom designed specifically for urine collections and breath alcohol testing. They do meet all DOT collection standards.
 - 2. Our Lebanon office staff will schedule all on-site visits with the designated individual contacts at each INDOT or State Personnel location.
 - 3. Our company currently has 7 mobile units that are available to be scheduled daily to provide on-site service for our clients. While we will not utilize all 7 mobile units just for State collections daily, it will assure the State that we do have sufficient mobile units to service the approximate 125 State locations and any additional locations added for TDP testing should we have units out of service due to breakdown, maintenance, or repair. Our company also has the ability to purchase additional mobile units should our client base increase to warrant additional units.
 - 4. Our mobile units have freshwater tanks for washing hands. Each mobile unit has 2 private toilets with flushing ability. Each unit also has adequate counter space to complete paperwork for both urine collections and breath alcohol tests.
 - 5. Our mobile units are both heated and air conditioned to adjust to warm summer temperatures or cooler winter temperatures.
- b) We currently have a network of local area collection sites (occupational health facilities) set-up to service all State locations (INDOT and State

Personnel) for emergency testing needs. We have and will continue to make sure the following items are addressed or completed:

- Obtain documented verification that all collection sites have proper collector certification, meeting DOT requirements for certified urine collectors and BATs (Breath Alcohol Technicians).
- 2. Provide adequate collection supplies to all subcontracted local area collection sites.
- 3. Continuously monitor the performance of all collection sites and follow up on any problems associated with urine collections or breath alcohol tests.
- 4. Emergency contact numbers have already been provided to the alternate collection sites set up for the State. We will continue to keep collection sites informed of proper contact numbers so they can contact us 24 hours a day, 7 days a week, if they have collection issues or questions.
- 5. If a collection is not performed at a State site, we will work with an appropriate contact at the State to find an acceptable collection site and if appropriate, we may use the State's restrooms to complete a collection.
- c) We acknowledge that we will provide sufficient employees or subcontractors to perform all collection functions.
 - 1. We will provide documentation of DOT urine collection training and BAT certification for all collectors performing service for the State.
 - We currently have qualified trainers to provide initial and ongoing training for all personnel providing collection/testing services.
 - ii. We currently have a staff of approximately 70 employees (all Indiana residents), of which, more than 30 are certified for urine collections and as BATs. Our number of trained staff will assure adequate staff to service the State's account (CDL & TDP).
 - iii. We will provide all supplies required for urine collections or breath alcohol testing.
- 5. We will provide certified Breath Alcohol Technicians (BATS) to perform all breath alcohol tests.
- We will collect all urine specimens as split collections, as required by DOT regulations.
- 7. All urine samples will be collected on Federal DOT chain of custody forms for CDL employees and non-regulated chain of custody forms for TDPs.

 Each chain of custody will have a unique specimen ID number preprinted on it.
- 8. We will automatically submit the required number of blind specimens to the SAMHSA laboratory that is required by DOT regulations. We will provide,

upon request, documentation of having performed this function on behalf of the State.

- 9. Use of a SAMHSA Laboratory We will contract with a HHS Certified SAMHSA laboratory for the testing of all specimens collected for the State's program. We will be responsible for and/or verify the following:
 - a) Transportation of all specimens to the laboratory.
 - b) Keeping and maintaining updated verification of laboratory certification that meets DOT's requirements.
 - c) We currently use a laboratory that reports results electronically to the MRO (Medical Review Officer) allowing for quicker reporting of test results to the State.
 - d) The SAMHSA laboratory that we currently use is very proactive in providing the most current specimen validity testing.
 - e) If additional testing is ordered by the MRO (example: d&l Isomer & 6AM testing), we will absorb the extra laboratory cost of this test and the State will not be charged.
- 10. Use of GC/MS for confirmation Pursuant to DOT requirements of SAMHSA laboratories, all specimens will undergo initial screening. All specimens found to be positive (determined by DOT cut-off levels) in the initial screening will automatically be subjected to confirmation testing by GC/MS. Should technology or industry practices be changed by DOT, we will keep the State informed and engage in discussions with the State to determine what, if any, changes are needed for their program.
- 11. The retention of fluid samples will be done in accordance with DOT regulations that inform the SAMHSA laboratory of this responsibility. The laboratory, following 49 CFR 40.99 directives that we utilize will retain specimens as follows:
 - (a) Specimens that are reported with positive, adulterated, or substituted results will be retained for a minimum of one year.
 - (b) Specimens will be kept in secure, long-term, frozen storage in accordance with HHS requirements.
 - (c) If within a one-year period, the MRO, the employee, the employer, or a DOT agency requests in writing that a specimen be retained for an additional period of time (e.g., for the purpose of preserving evidence for litigation or a safety investigation), the specimen will be retained longer.
 - (d) Split specimens will also be retained for the same period of time the primary specimen is retained, unless requested to be sent to another laboratory for testing.
 - (e) Specimens reported as negative do not have any retention regulations.

12. We will provide the required MRO (Medical Review Officer) review on all State tests issued from the laboratory as follows:

- a) Our MRO is trained and certified to DOT standards. He also has several years experience in performing medical review of test results.
- b) We will provide an individual test report for each State test. The following specific information will be on each individual test result.
 - 1. Employee Identification number
 - 2. Collection date
 - 3. Date report was prepared
 - 4. State site location of employee
 - 5. Verified test result (negative, positive, etc.)
 - 6. A listing of the DOT drug panel and the cut-off levels (screening and confirmation) for each drug listed
 - 7. Name and address of the SAMHSA laboratory
 - 8. Printed name and signature of MRO
- c) We have adequate clerical staff to process test results and communicate these results to the appropriate State contacts within designated DOT time requirements.
- d) We will provide all test results in an acceptable confidential manner that will be pre-established with the appropriate State contacts. This may be by secure phone, fax, electronic notice or U.S. mail.
- 13. We will provide timely notification of all test results in a manner acceptable to the State. This may be secure phone, fax, and electronic notice or U.S. mail.
- **14. We will prepare and mail itemized invoices with all test results.** Each invoice will contain the details listed below:
 - a) Description of where the test was collected
 - b) Type of test (drug or alcohol) and the reason for the test (pre-employment, random, post-accident, reasonable suspicion, return-to-duty, follow-up)
 - c) Identification of person tested
- 15. We are capable of locating and providing detailed information on qualified Substance Abuse Professionals (SAP) for any location within the State. If any State employee completes the SAP process and returns to duty, we will manage and monitor the follow-up testing for the State as needed.
- 16. We can provide the State with any needed information on record keeping the State may require. This would include the generation, maintenance, and reporting of records.
 - a) We will prepare the State's annual MIS report each year.
 - b) We will assist the State in preparing for any DOT FMCSA audit. This would include reviewing State's records prior to the audit and, if needed, provide duplicate records. We would be available to be present during an audit to answer questions or help in any way needed.

- c) We will maintain duplicate records for the CDL testing for the State for the designated period of time required for DOT for the following records:
 - 1. Negative tests
 - 2. Positive tests
 - 3. Cancelled tests
 - 4. Random selection reports
- d) We will maintain duplicate records for the non-CDL testing for the State for three (3) years for the following records:
 - 1. Negative tests
 - 2. Positive tests
 - 3. Cancelled tests
 - 4. Random selection reports
- e) We will provide the State with customized forms for program management or record keeping. This would include, at a minimum, forms for the following purposes:
 - 1. Adding/removing names from the random pool
 - Background check on drug and alcohol violation with previous employer
 - 3. Driver "Certificate of Receipt" acknowledgment
 - 4. Alternate collection site notification
 - 5. Documenting reasonable suspicion
 - 6. Documentation for post-accident information
- 17. We will, at the request of the State, provide qualified personnel to be present at administrative adjudications, grievance hearings, arbitrations or other court proceedings to provide information or serve as an expert witness.
- 18. We will keep our personnel knowledgeable and up-to-date on DOT rules, regulations and abreast of evolving changes to DOT programs. We will, on a regular basis, provide the State with educational updates by offering seminars to address new or changing rules and regulations for DOT compliance. We will offer recommendations for program changes to the State should DOT make changes or modify their regulations.
- 19. We will have a plan in place that allows for the State to reach us for assistance with any problem or program need 24 hours a day, 7 days per week.

Midwest Toxicology Services, Inc. can verify they will be able to provide service to all of the locations that are listed on the next page (page 8 and 9). As the current provider of the State's testing program, we are already familiar with many of these locations and have a working relationship with many of the site's contact.

ATTACHMENT E

LIST OF WORK SITES MIDWEST TOXICOLOGY WILL PROVIDE SERVICES FOR

INDOT

Albany

Angola

Aurora

Bloomington

Bluffton

Centerville

Cloverdale

Columbus

Crawfordsville (2 locations)

Evansville

Falls City
Fort Wayne (2 locations)

Fowler

Frankfort

Gary

Goshen

Greenfield (2 locations)

Indianapolis (3 locations) LaPorte (2 locations)

Linton

Madison

Monticello

Paoli

Plymouth

Rensselaer

Seymour

Tell City

Terre Haute

Tipton

Vincennes

Wabash

Warsaw

Winamac

Dept. of Child Services

All 92 Counties

Dept. of Natural Resources (DNR)

Brookville Reservoir

Brown County State Park

Chain-O-Lakes State Park

Cikana Fish Hatchery

Clifty Falls State Park

Crosley Fish & Wildlife Area

Dunes State Park

Fire Control Headquarters-Central Garage

Forest Wildlife

Fort Harrison

Glendale Fish & Wildlife Area

Hardy Lake

Harmonie State Park

Harrison-Crawford State Forest

Huntington Reservoir (Roush Lake)

Jackson/Washington State Forest

Jasper-Pulaski Nursery

Kankakee Fish & Wildlife Area

Lieber State Recreational Area

aka Cagles Mill Lake

Lincoln State Park

McCormick's Creek State Park

Mississinewa Reservoir

Monroe Reservoir

Parks & Reservoirs

Patoka Reservoir

Pokagon State Park

Potato Creek State Park

Prophetstown State Park

Public Access North

Public Access South

Raccoon State Recreational Area

aka Cecil Harden Lake

Salamonie Reservoir

Shades State Park

Shakamak State Park

Spring Mill State Park

Summit Lake State Park

Tippecanoe River State Park

Turkey Run State Park

Vallonia Nursery

Versailles State Park

Whitewater State Park

Wilber Wright Fish & Wildlife Area

Winamac Fish & Wildlife Area

Yellowwood State Forest

Dept. of Correction (DOC)

Branchville correctional Facility

Chain O'Lakes Correctional Facility

Correctional Industrial Facility

Edinburgh Correctional Facility

Henryville Correctional Facility

Indiana State Prison

Indiana Women's Prison

Indianapolis Juvenile Correctional Facility

Indianapolis Work Release Facility

Logansport Juvenile Correctional Facility

Madison Correctional Facility

Miami Correctional Facility
North Central Correctional Facility
Northeast Juvenile Correctional Facility
Pendleton Correctional Facility
Plainfield Correctional Facility
Plainfield Re-Entry Facility
Putnamville Correctional Facility
Reception Diagnostic Center
Rockville Correctional Facility
South Bend Juvenile Correctional Facility
South Bend Re-Entry Facility
Wabash Valley Correctional Facility
Westville Correctional Facility

<u>Family & Social Services Administration</u> (FSSA)

Evansville Psychiatric Children's Center Evansville State Hospital Larue Carter Memorial Hospital Logansport State Hospital Madison State Hospital Richmond State Hospital

Indiana State Dept. of Health (ISDH)

Soldiers' & Sailors' Children's Home

Indiana Veterans' Home

Indiana State Police

Bloomington Bremen Fort Wayne Indianapolis Jasper Sellersburg Versailles

Indiana School for the Blind

Indiana School for the Deaf

Dept. of Administration (IDOA)

Law Enforcement Training Academy

State Emergency Management Agency

	•
	.1

RFP 9-8 Cost Proposal (RFP 2.5)

Controlled Substance and Alcohol Testing Program

Submitted by:

Midwest Toxicology Services, Inc. 603 East Washington Street, Suite 200 Indianapolis, Indiana 46204 (317) 262-2200

2.5 - COST PROPOSAL

- 1. Pursuant to the State of Indiana contract, Midwest Toxicology Services, Inc. will provide all services required at the prices reflected below:
 - a. The price per drug test will be \$74.00.
 - b. The price per alcohol test will be \$30.00.
- 2. No fee will be charged for collection of rejected specimens or those otherwise unfit for testing.
- 3. If the State fails to pay prior to the expiration of the contract, we may withhold services.

RFP 9-8 Indiana Economic Impact Proposal (RFP 2.6)

Controlled Substance and Alcohol Testing Program

Submitted by:

Midwest Toxicology Services, Inc. 603 East Washington Street, Suite 200 Indianapolis, Indiana 46204 (317) 262-2200

2.6 - INDIANA ECONOMIC IMPACT PROPOSAL

Appendix E demonstrates Midwest Toxicology's desire to do business with a State Agency.

RFP 9-8 Buy Indiana Initiative/Indiana Company Proposal (RFP 2.7)

Controlled Substance and Alcohol Testing Program

Submitted by:

Midwest Toxicology Services, Inc. 603 East Washington Street, Suite 200 Indianapolis, Indiana 46204 (317) 262-2200

2.7 - BUY INDIANA INITIATIVE/INDIANA COMPANY PROPOSAL

Midwest Toxicology Services, Inc. is registered, current and up-to-date with its Buy Indiana status.

Our Indiana Economic Impact Plan can be found in Appendix E

STATE OF INDIANA OFFICE OF THE SECRETARY OF STATE CERTIFICATE OF EXISTENCE

To Whom These Presents Come, Greetings:

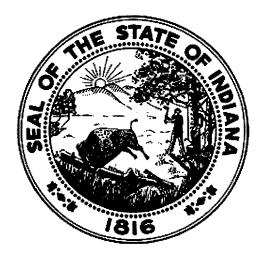
I, TODD ROKITA, Secretary of State of Indiana, do hereby certify that I am, by virtue of the laws of the State of Indiana, the custodian of the corporate records, and proper official to execute this certificate.

I further certify that records of this office disclose that

MIDWEST TOXICOLOGY SERVICES, INC.

duly filed the requisite documents to commence business activities under the laws of State of Indiana on May 06, 1992, and was in existence or authorized to transact business in the State of Indiana on September 02, 2008.

I further certify this For-Profit Domestic Corporation has filed its most recent report required by Indiana law with the Secretary of State, or is not yet required to file such report, and that no notice of withdrawal, dissolution or expiration has been filed or taken place.

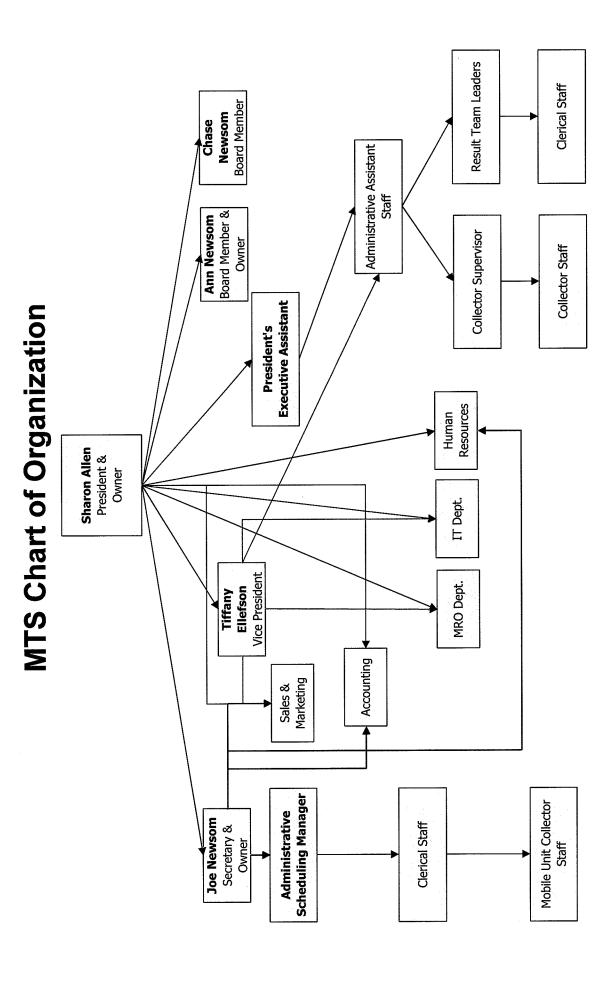


In Witness Whereof, I have hereunto set my hand and affixed the seal of the State of Indiana, at the city of Indianapolis, this Second Day of September, 2008.

TODD ROKITA, Secretary of State

1992050175 / 2008090253302

		- veronmanono anno la presidente la presiden
	,	
		-
		Topography and the second seco
		nue de la companya de
		And the second second second second
		-



				ou minima de
				And the state of t
			·	
				oddijeviće jedi kilibūra necesama strakiles
				TOTAL STANDARD PROPERTY.
		•		to the state of the supplemental production of the state
				THE TRANSPORT CONTAINED AND A SALARIA
	 	,		

BYLAWS

OF

MIDWEST TOXICOLOGY SERVICES, INC.

ARTICLE I - OFFICES

The office of the Corporation shall be located in the City and State designated in the Articles of Incorporation. The Corporation may also maintain offices at such other places within or without the United States as the Board of Directors may, from time to time, determine.

ARTICLE II - MEETING OF SHAREHOLDERS

<u>Section 1. Annual Meeting.</u> The Annual Meeting of the shareholders of the Corporation shall be held within five (5) months after the close of the fiscal year of the Corporation, for the purpose of electing directors, and transacting such other business as may properly come before the meeting.

Section 2. Special Meetings. Special meetings of the shareholders may be called at any time by the Board of Directors or by the President, and shall be called by the President or the Secretary at the written request of the holders of fifty percent (50%) of the shares then outstanding and entitled to vote thereat.

Section 3. Place of Meetings. All meetings of shareholders shall be held at the principal office of the Corporation, or at such other places as shall be designated in the notices or waivers of notice of such meetings. Such other places may be outside the State of Indiana for the convenience of shareholders and the best interests of the Corporation.

Section 4. Notice of Meetings.

(a) Except as otherwise provided by Statute, written notice of each meeting of shareholders, whether annual or special, stating the time when and place where it is to be held, shall be served either personally or by mail, not less than ten (10) nor more than fifty (50) days before the meeting, upon each shareholder of record entitled to vote at such meeting, and to any other shareholder to whom the giving of notice may be required by law. Notice of a special meeting shall also state the purpose or purposes for which the meeting is called, and shall indicate that it is being issued by, or at the direction of, the person or persons calling the meeting. If, at any meeting, action is proposed to be taken that would, if taken, entitle shareholders to receive payment for their shares pursuant to Statute, the notice of such meeting shall include a statement of that purpose and to that

Initials /// SA Date effect. If mailed, such notice shall be directed to each such shareholder at his address, as it appears on the records of the shareholders of the Corporation, unless he shall have previously filed with the Secretary of the Corporation a written request that notices intended for him be mailed to some other address, in which case, it shall be mailed to the address designated in such request.

(b) Notice of any meeting need not be given to any person who may become a shareholder of record after the mailing of such notice and prior to the meeting, or to any shareholder who attends such meeting, in person or by proxy, or to any shareholder who, in person or by proxy, submits a signed waiver of notice either before or after such meeting. Notice of any adjourned meeting of shareholders need not be given, unless otherwise required by statute.

Section 5. Quorum.

- (a) At all meetings of shareholders of the Corporation, the presence at the commencement of such meetings in person or by proxy of shareholders of record holding a majority of the total number of shares of the Corporation then issued and outstanding and entitled to vote, shall be necessary and sufficient to constitute a quorum for the transaction of any business. The withdrawal of any shareholder after the commencement of a meeting shall have no effect on the existence of a quorum, after a quorum has been established at such meeting.
- (b) Despite the absence of a quorum at any annual or special meeting of shareholders, the shareholders, by a majority of the votes cast by the holders of shares entitled to vote thereon, may adjourn the meeting. At any such adjourned meeting at which a quorum is present, any business may be transacted at the meeting as originally called if a quorum had been present.

Section 6. Voting.

- (a) Unless otherwise provided by statute, any corporate action, other than the election of directors, to be taken by vote of the shareholders, shall be authorized by a majority of votes cast at a meeting of shareholders by the holders of shares entitled to vote thereon.
- (b) At each meeting of shareholders, each holder of record of stock of the Corporation entitled to vote thereat, shall be entitled to one vote for each share of stock registered in his name on the books of the Corporation.
- (c) Each shareholder entitled to vote or to express consent or dissent without a meeting, may do so by proxy; provided, however, that the instrument authorizing such proxy to act shall have been executed in writing by the shareholder himself, or by his attorney-in-fact thereunto duly authorized in writing. No proxy shall be valid after the expiration of eleven (11) months from the date of its execution, unless the person executing it shall have specified therein the length of time

Initials W SA
Date

it is to continue in force. Such instrument shall be exhibited to the Secretary at the meeting and shall be filed with the records of the Corporation.

(d) Any consent in writing, signed by all of the shareholders entitled to vote thereon, shall be and constitute action by such shareholders to the effect therein expressed, with the same force and effect as if the same had been duly passed by unanimous vote at a duly called meeting of shareholders and such consent so signed shall be inserted in the Minute Book of the Corporation under its proper date.

ARTICLE III - BOARD OF DIRECTORS

Section 1. Number, Election and Term of Office.

- (a) The number of the directors of the Corporation shall be three (3), unless and until otherwise determined by vote of a majority of the entire Board of Directors. The number of Directors shall not be less than three (3) unless all of the outstanding shares are owned beneficially and of record by less than three (3) shareholders, in which event the number of directors shall not be less than the number of Directors permitted by statute.
- (b) The members of the Board of Directors of the Corporation, who need not be shareholders, shall be elected by a majority of the votes cast at a meeting of shareholders, by the holders of shares, present in person or by proxy, entitled to vote in the election.
- (c) Each director shall hold office until the annual meeting of the shareholders next succeeding his election, and until his successor is elected and qualified, or until his prior death, resignation or removal.
- <u>Section 2. Duties and Powers.</u> The Board of Directors shall be responsible for the control and management of the affairs, property and interests of the Corporation, and may exercise all powers of the Corporation, except as are expressly conferred upon or reserved to the shareholders.

Section 3. Annual and Regular Meetings; Notice.

- (a) A regular annual meeting of the Board of Directors shall be held immediately following the annual meeting of the shareholders, at the place of such annual meeting of shareholders.
- (b) The Board of Directors, from time to time, may provide for the holding of other regular meetings of the Board of Directors and may fix the time and place thereof.

Initials WW 574
Date

- 3 -

(c) Notice of any regular meeting of the Board of Directors shall not be required to be given and, if given, need not specify the purpose of the meeting; provided, however, that in case the Board of Directors shall fix or change the time or place of any regular meeting, notice of such action shall be given to each director who shall not have been present at the meeting at which such action was taken within the time limited, and in the manner set forth in paragraph (b) Section 4 of this Article III, with respect to special meetings, unless such notice shall be waived in the manner set forth in paragraph (c) of such Section 4.

Section 4. Special Meetings; Notice.

- (a) Special meetings of the Board of Directors shall be held whenever called by the President or by one of the directors, at such time and place as may be specified in the respective notices or waivers of notice thereof.
- (b) Except as otherwise required by statute, notice of special meetings shall be mailed directly to each director, addressed to him at his residence or usual place of business, at least five (5) days before the day on which the meeting is to be held, or shall be sent to him at such place by telegram, radio or cable, or shall be delivered to him personally or given to him orally, not later than the day before the day on which the meeting is to be held. A notice, or waiver of notice, except as required by Section 8 of this Article III, need not specify the purpose of the meeting.
- (c) Notice of any special meeting shall not be required to be given to any director who shall attend such meeting without protesting prior thereto or at its commencement, the lack of notice to him, or who submits a signed waiver of notice, whether before or after the meeting. Notice of any adjourned meeting shall not be required to be given.
- Section 5. Chairman. At all meetings of the Board of Directors, the Chairman of the Board, if any and if present, shall preside. If there shall be no Chairman, or he shall be absent, then the President shall preside, and in his absence, a Chairman chosen by the directors shall preside.

Section 6. Quorum and Adjournments.

- (a) At all meetings of the Board of Directors, the presence of a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business.
- (b) A majority of the directors present at the time and place of any regular or special meeting, although less than a quorum, may adjourn the same from time to time without notice, until a quorum shall be present.

Section 7. Manner of Acting.

Initials DV 5A

- (a) At all meetings of the Board of Directors, each director present shall have one vote, irrespective of the number of shares of stock, if any, which he may hold.
- (b) The action of a majority of the directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. Any action authorized, in writing, by all of the directors entitled to vote thereon and filed with the minutes of the corporation shall be the act of the

Board of Directors with the same force and effect as if the same had been passed by a unanimous vote at a duly called meeting of the Board.

<u>Section 8. Vacancies.</u> Any vacancy in the Board of Directors occurring by reason of an increase in the number of directors, or by reason of the death, resignation, disqualification, removal (unless a vacancy created by the removal of a director by the shareholders shall be filled by the shareholders at the meeting at which the removal was effected) or inability to act of any director, or otherwise, shall be filled for the unexpired portion of the term by a majority vote of the remaining directors, though less than a quorum, at any regular meeting or special meeting of the Board of Directors called for that purpose.

Section 9. Resignation. Any director may resign at any time by giving written notice to the Board of Directors, the President or the Secretary of the Corporation. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Board of Directors or such officer, and the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Removal. Any director may be removed with or without cause at any time by the affirmative vote of shareholders holding of record in the aggregate of at least two-thirds (2/3) of the outstanding shares of the Corporation at a special meeting of the shareholders called for that purpose, and may be removed for cause by action of the Board.

<u>Section 11. Salary</u>. No stated salary shall be paid to directors, as such, for their services, but by consent of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; provided, however, that nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.

Section 12. Contracts. No contract or other transaction between the Corporation and one or more of its directors or any other corporation, firm association or entity in which one or more of the directors is a director or officer or is financially interested, shall be either void or voidable because of such relationship or interest or because such director or directors are present at the

Initials

Date

meeting of the Board of Directors or a committee thereof which authorizes, approves or ratifies such contract or transaction or because his or their votes are counted for such purposes, if:

- The fact of such relationship or interest is disclosed or known to the Board of Directors or committee which authorizes, approves, or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested directors; or
- The fact of such relationship or interest is disclosed or known to the shareholders (b) entitled to vote and they authorize, approve or ratify such contract or transaction by vote or written consent; or
 - The contract or transaction is fair and reasonable to the Corporation. (c)

Common or interested directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof which authorizes, approves or ratifies such contract or transaction.

ARTICLE IV - OFFICERS

Section 1. Number, Qualifications, Election and Term of Office.

- (a) The officers of the Corporation shall consist of a President, a Secretary, a Treasurer, and such other officers, including a Chairman of the Board of Directors, and one or more Vice Presidents, as the Board of Directors may from time to time deem advisable. Any two (2) or more offices may be held by the same person.
- The officers of the Corporation shall be elected by the Board of Directors at the regular annual meeting of the Board following the annual meeting of shareholders. The President shall be chosen from among the Directors.
- Each officer shall hold office until the annual meeting of the Board of Directors next succeeding his election, and until his successor shall have been elected and qualified, or until his death, resignation or removal.

Section 2. Resignation. Any officer may resign at any time by giving written notice of such resignation to the Board of Directors, or to the President or the Secretary of the Corporation. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Board of Directors or by such officer, and the acceptance of such resignation shall not be necessary to make it effective.

Initials W 5A
Date

<u>Section 3. Removal.</u> Any officer may be removed, either with or without cause, and a successor elected by a majority vote of the Board of Directors at any time.

<u>Section 4. Vacancies.</u> A vacancy in any office by reason of death, resignation, inability to act, disqualification, or any other cause, may at any time be filled for the unexpired portion of the term by a majority vote of the Board of Directors.

<u>Section 5. Duties of Officers.</u> Officers of the Corporation shall, unless otherwise provided by the Board of Directors, each have such powers and duties as generally pertain to their respective offices as well as such powers and duties as may be set forth in these Bylaws, or may from time to time be specifically conferred or imposed by the Board of Directors. The President shall be the chief executive officer of the Corporation.

Section 6. Sureties and Bonds. In case the Board of Directors shall so require, any officer, employee or agent of the Corporation shall execute to the Corporation a bond in such sum, and with such surety or sureties as the Board of Directors may direct, conditioned upon the faithful performance of his duties to the Corporation, including responsibility for negligence and for the accounting for all property, funds or securities of the Corporation which may come into his hands.

Section 7. Shares of Other Corporations. Whenever the Corporation is the holder of shares of any other corporation, any right or power of the Corporation as such shareholder (including the attendance, acting and voting at shareholders' meetings and execution of waivers, consents, proxies or other instruments) may be exercised on behalf of the Corporation by the President, any Vice President, or such other person as the Board of Directors may authorize.

<u>ARTICLE V - SHARES OF STOCK</u>

Section 1. Certificate of Stock.

- (a) The certificates representing shares of the Corporation shall be in such form as shall be adopted by the Board of Directors, and shall be numbered and registered in the order issued. They shall bear the holder's name and the number of shares, and shall be signed by (1) the Chairman of the Board or the President or a Vice President, and (2) the Secretary or Treasurer, or any Assistant Secretary or Assistant Treasurer.
- (b) No certificate representing shares shall be issued until the full amount of consideration therefor has been paid, except as otherwise permitted by law.
- (c) To the extent permitted by law, the Board of Directors may authorize the issuance of certificates for fractions of a share which shall entitle the holder to exercise voting rights, receive dividends and participate in liquidating distributions, in proportion to the fractional holdings; or it

Initials W SA
Date

may authorize the payment in cash of the fair value of fractions of a share as of the time when those entitled to receive such fractions are determined; or it may authorize the issuance, subject to such conditions as may be permitted by law, of script in registered or bearer form over the signature of an officer or agent of the Corporation, exchangeable as therein provided for full shares, but such script shall not entitle the holder to any rights of a shareholder, except as therein provided.

Section 2. Lost or Destroyed Certificates. The holder of any certificate representing shares of the Corporation shall immediately notify the Corporation of any loss or destruction of the certificate representing the same. The Corporation may issue a new certificate in the place of any certificate theretofore issued by it, alleged to have been lost or destroyed. On production of such evidence of loss or destruction as the Board of Directors in its discretion may require, the Board of Directors may, in its discretion, require the owner of the lost or destroyed certificate, or his legal representatives, to give the Corporation a bond in such sum as the Board may direct, and with such surety or sureties as may be satisfactory to the Board, to indemnify the Corporation against any claims, loss, liability or damage it may suffer on account of the issuance of the new certificate. A new certificate may be issued without requiring any such evidence or bond when, in the judgment of the Board of Directors, it is proper to do so.

Section 3. Transfers of Shares.

- (a) Transfers of shares of the Corporation shall be made on the share records of the Corporation only by the holder of record thereof, in person or by his duly authorized attorney, upon surrender for cancellation of the certificate or certificates representing such shares, with an assignment or power of transfer endorsed thereon or delivered therewith, duly executed, with such proof of the authenticity of the signature and of authority to transfer and of payment of transfer taxes as the Corporation or its agents may require.
- (b) The Corporation shall be entitled to treat the holder of record of any share or shares as the absolute owner thereof for all purposes and, accordingly, shall not be bound to recognize any legal equitable or other claim to, or interest in, such share or shares on the part of any other person, whether or not it shall have express or other notice thereof, except as otherwise expressly provided by law.
- (c) The shares issued by the corporation are subject to the restriction of transferability as adopted by the corporation from time to time as to valuation, and the corporation shall have the first right of refusal to purchase the shares of stock owned by any shareholder, except as may be expressly provided in a Shareholders Agreement or other contract among the shareholders, which shall control over this paragraph (c).

Section 4. Record Date. In lieu of closing the share records of the Corporation, the Board of Directors may fix, in advance, a date not exceeding fifty (50) days, nor less than ten (10) days, as

Initials Date

the record date for the determination of shareholders entitled to receive notice of, or to vote at, any meeting of shareholders, or to consent to any proposal without a meeting, or for the purpose of determining shareholders entitled to receive payment of any dividends, or allotment of any rights, or for the purpose of any other action. If no record date is fixed, the record date for the determination of shareholders entitled to notice of or to vote at a meeting of shareholders shall be at the close of business on the day next preceding the day on which notice is given, or, if no notice is given, the day on which the meeting is held; the record date for determining shareholders for any other purpose shall be at the close of business on the day on which the resolution of the directors relating thereto is adopted. When a determination of shareholders of record entitled to notice of or to vote at any meeting of shareholders has been made as provided for herein, such determination shall apply to any adjournment thereof, unless the directors fix a new record date for the adjourned meeting.

ARTICLE VI - DIVIDENDS

Subject to applicable law, dividends may be declared and paid out of any funds available therefore, as often, in such amounts, and at such time or times as the Board of Directors may determine.

ARTICLE VII - FISCAL YEAR

The fiscal year of the Corporation shall be fixed by the Board of Directors from time to time, subject to applicable law.

ARTICLE VIII - CORPORATE SEAL

There shall be no corporate seal.

ARTICLE IX - AMENDMENTS BY DIRECTORS

The Board of Directors shall have power to make, adopt, alter, amend and repeal, from time to time, Bylaws of the Corporation. This power is subject to the power of the shareholders to change the action at any regular meeting, or at any special meeting duly convened after notice of the proposed change. The Board of Directors shall have no power to change the quorum for meetings of shareholders or of the Board of Directors, or to change any provisions of the Bylaws with respect to the removal of directors or the filling of vacancies in the Board resulting from the removal by the shareholders. If any Bylaw regulating an impending election of directors is adopted, amended or repealed by the Board of Directors, there shall be set forth in the notice of the next meeting of shareholders for the election of directors, the Bylaw so adopted, amended or repealed, together with a concise statement of the changes made.

Initials IN SA Date

ARTICLE X - INDEMNIFICATION

- The Corporation shall, in the discretion of the director or directors, indemnify any person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses reasonably incurred by him in connection with the defense of any action, suit or proceeding, civil or criminal, in which he is made or threatened to be made, a party by reason of being or having been in any such capacity, or arising out of his status as such, except in relation to matters as to which he is adjudged in such action, suit or proceeding, civil or criminal, to be liable for negligence or misconduct in performance of a duty to the Corporation.
- The Corporation shall, in the discretion of the director or directors, purchase and (b) maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the Corporation would have the power to indemnify him against such liability under other provisions governing corporate operations.

ARTICLE XI - MEETINGS VIA ELECTRONIC COMMUNICATIONS

Meetings of the shareholders or Board of Directors may be held by conference telephone or similar communications equipment or one or more persons may participate by such means.

E\JKW\Midwest Toxicology BYLAWS.WPD\



INDIANA ECONOMIC IMPACT - PROPOSALS AND CONTRACTS

State Form 51778 (R4 / 1-06)
DEPARTMENT OF ADMINISTRATION
Approved by State Board of Accounts, 2006

This information is required by the Indiana Department of Administration for all contractors, vendors/suppliers to the State of Indiana (complete all 22 items).

_		
1	Legal Name of firm:	Midwest Toxicology Services, Inc.
2	Address/City/State/Zip Code:	603 East Washington St., Ste. 200, Indianapolis, IN 46204
	Telephone #/Fax #/Website:	phone 317-262-2200, fax 317-262-2222, www.midwesttoxicology.com
4	Federal Tax Identification	31-1858043
	Number:	
5	State/Country of	Indiana, United States
	domicile/incorporation:	
6	Location of firm's	603 East Washington St., Ste. 200, Indianapolis, IN 46204
	headquarters or principal	
	place of business:	
7	Name of parent company or	N/A
	holding company (if	
	applicable):	
8	State/Country of	N/A
	domicile/incorporation of	
	company listed in #7:	
9	Address of company listed in	N/A
	#7:	
10	IN Department of Workforce	348226
	Development (DWD) account	
•	'umber:	
15,	. ✓ Department of Revenue	0005188040 001 5
	(DOR) account number:	
12	Number of Indiana resident	112
	employees per most recently	
	completed IRS Form W-2	
	distribution:	
13		112
	Total number of employees	
	per most recently completed	
	IRS Form W-2 distribution:	
14		\$1,727,712.26
	to Indiana resident	
	employees per most recently	
	completed IRS Form W-2	
	distribution:	
15	Total amount of neural poid	\$1,727,712.26
	Total amount of payroll paid	
	to all employees per the most	
	recently completed IRS Form	
	W-2 distribution:	04.447.070.00
16	Total amount of this	\$1,117,872.00
	proposal, bid, or current	
	contract:	

	THE PROPERTY OF THE PROPERTY O
	THE COLUMN TO THE COLUMN THE COLU
	non-type-regulating see agost - 100 total per
	menyiranisis sanasana
	ment the second comment of the second commen
	te Avenda de Servicio de Servi

ACCOUNTING OF INDIANA RESIDENT

EMPLOYEES

Midwest Toxicology	
Services, Inc.	
44	
	Services, Inc.

19	Subcontractor Company Name:	Dr. Steven Moffatt	Kroll Laboratories	Alternate Collection Sites	
20	Address/Contact Person/Telephone Number/Tax ID Number:	303 N. Alabama Ste 110, Indpls IN 46204 Contact: Dr. Moffatt Phone: 317-972-1180 Tax ID: 35-2079797	1111 Newton Street Gretna, LA 70053 Contact: Tony Magro Phone: 847-487-5725 Tax ID: 72-0846066	See Section 2.3.9 of the Business Proposal	
21	Number of Full Time Equivalent (FTE) employees that are Indiana residents specifically for this proposal or contract:	1	0		

Affirmation by authorized official: I affirm under penalties of perjury that the foregoing representations are true to be the best of my knowledge and belief:					
Signature:	Arajon Raller				
Name of auththorized official:	Sharon K. Allen				
tle:	President/Owner				
_Jate:	12-Sep-08				

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 9-8			
DUE DATE: September 15, 2008			
ГОТАL BID AMOUNT: \$1,117,872.00			
101AL BID AMOUNT. \$1,117,072.00			
□ MBE Firm ■ WBE Firm			
Company Name: JB Graphics	Contact Person: Jane Ber	rry	
Address:	E-mail: jane@jbgraphics	.com	
10302 North College Avenue			
Indianapolis, IN 46280	Telephone Number: (317) 819-0008	Fax Number: (317) 819-0010	
Sub-Contract Amount: \$55,893.00	Describe service/product		
		nting needs to include: training	
Sub-Contract Percentage of Total Bid: .05	manuals, binders, envelop	pes, letterhead, forms, brochures.	
Provide approximate dates when Sub-Contractor wil	l nerform on this project:		
2009-2012	- Portorm on this project		
□ MBE Firm ■ WBE Firm			
Company Name: ASAP Identification	Contact Person: Sheila B	rown	
Address:	E-mail: sbrown@asapide	nt.com	
212 West 10 th Street, F100			
Indianapolis, IN 46202	Telephone Number:	Fax Number:	
	(317) 488-1030	(317) 488-1030	
Sub-Contract Amount: \$128,555.00	Describe service/product	to be provided:	
	Professional services. Supply printer repair service,		
Sub-Contract Percentage of Total Bid: 11.5	maintenance and supplies		
Provide approximate dates when Sub-Contractor wil	l perform on this project:		
2009-2012			
Midwest Toxicology Services, Inc.	317-262-2203		
Respondent Firm	Telephone Number		
603 East Washington Street, Suite 200	317-262-2222		
Address	Fax Number		
ndianapolis IN 46204	sharon.allen@midwesttox	.com charlotte.ray@midwesttox.co	
City/State/Zip Code	Email Address //	8 <i>(</i>)	
Sharon K. Allen	Sharon K W	len	
Representative	Authorizing Signature		
September 12, 2008	Sharon K. Allen, President	t/Owner	
Date	Printed Name and Title		
☑ Please ch	eck if additional forms are attached.		
Page _	1 of 3		

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

·			
	·		Annual Control of the



10302 North College Ave. Indianapolis, IN 46280 317.819.0008 FAN 317.819.0010 www.jbgraphicsinc.com September 11, 2008

Ms. Charlotte Ray Midwest Toxicology 603 E Washington St., Suite 200 Indianapolis IN 46204

RE: RFP 9-8 Minority and Women's Business Enterprises RFP Subcontractor Letter of Commitment

Dear Ms. Ray:

JB Graphics Inc. is pleased to provide this letter of commitment as part of RFP 9-8 Controlled Substance and Alcohol Testing Service

JB Graphics, headquartered in Indianapolis Indiana, provides graphic design, printing, and promotional items for companies in a wide variety of industries. JB Graphics has been in business for over 13 years and employs six full time employees. JB Graphics believes in a drug free environment.

JB Graphics is an Indiana certified women business enterprise (WBE), ID 323119. It is anticipated that, should Midwest Toxicology be awarded a contract under RFP 9-8, JB Graphics will provide the following services as part of service needs: printing which would include; training manuals, binders, envelopes, letterhead, forms, brochures, etc. JB Graphics would also include any graphic design and promotional items needed.

In addition, JB Graphics will provide services anticipating in the subcontract in the amount \$55,893.00. This amount will cover the contract of 2009-2012 which is approximately in the amount of \$14,000 a year with JB Graphics Inc.

By submission of this proposal, JB Graphics Inc. commits to carry out its responsibilities within the contract. Additionally, JB Graphics acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's WBE Program. Thank you for your consideration of this proposal. For any questions, please contact me, Jane Berry personally.

Sincere

President, JB Graphics Inc.

			· • 1



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATIONMinority and Women's Enterprises Division

Mitchell E. Daniels Jr., Governor

Indiana Government Center South 402 West Washington Street, Room W469 Indianapolis, IN 46204 (317) 232 - 3061

April 3, 2008

JB Graphics Attn: Jane Berry 10302 North College Ave Indianapolis, Indiana 46280

Subject: Application for WBE certification

Dear Jane Berry,

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that JB Graphics is hereby certified as a Woman-owned Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Woman Business Enterprise participation:

UNSPSC CODES(S)

	0.10200	
	Code	Description
ı	82140000	Graphic Design
١	80101706	Professional procurement services
- 1		

This certification is valid through April 30, 2011. Although your certification is valid for a three-year period, you will be required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the Affidavit of Continued Eligibility form annually will result in revocation of your certification. Changes include, but are not limited to:

- -Change in location or contact information (address, phone number, e-mail address, etc.)
- -Change in services provided (amendment to certification)
- -Change in ownership
- -Change in control

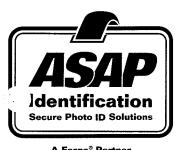
In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Shirley Houston at 232-6870 or shouston@idoa.in.gov.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit http://www.in.gov/idoa/minority/Certifications.xls to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely_

Alice Watson, Deputy Commissioner Indiana Department of Administration

CC/lit/nw



A Fargo® Partner

212 West 10th St., F100 Indianapolis, IN 46202 317-488-1030 866-ASAP-4-ID www.asapident.com

September 10, 2008

To whom it concerns Re: State of Indiana RFP 9-8 - Controlled Substance & Alcohol Testing Services

ASAP Identification Security, Inc is a WBE with the State of Indiana (since June 2007), City of Indianapolis (since November 2007) and WBENC (since March 2008).

Midwest Toxicology Services is a customer of ASAP Identification Security and, if awarded this contract, will continue to work with us as their supplier for all photo ID printer repair service, maintenance and supplies, including ribbons, cards and accessories.

For this contract, the anticipated subcontract amount for ASAP Identification Security is \$128,555.00 for the time of the contract, 2009-2012, which translate into approximately \$32,138 per year. This represents 11.5% of the entire Midwest Toxicology bid.

For any additional questions or follow up, please contact:

Sheila Brown President ASAP Identification Security, Inc. 212 West 10th Street, F-100 Indianapolis, IN 46202

muse Brown

317-488-1030 sbrown@asapident.com

Thank you,

Sheila Brown President

WBE: State of Indiana, City of Indianapolis, WBENC

			(•



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATIONMinority and Women's Enterprises Division

Mitchell E. Daniels Jr., Governor

Indiana Government Center South 402 West Washington Street, Room W469 Indianapolis, IN 46204 (317) 232 - 3061

June 1, 2007

ASAP Idenification Security, Inc. Sheila Brown 212 West 10th Stree, Suite F100 Indianapolis, Indiana 46202

Subject: Application for WBE certification

Dear Sheila Brown,

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that ASAP Idenification Security, Inc. is hereby certified as a Woman-owned Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Woman Business Enterprise participation:

UNSPSC CODES(S)

UNSI SC CODES(S)			
Code	Description		
55121800	Identification documents		
82121600	Engraving		

Parent codes assigned are for all related products

This certification is valid through June 30, 2010. Although your certification is valid for a three-year period, you will be required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the Affidavit of Continued Eligibility form annually will result in revocation of your certification. Changes include, but are not limited to:

- -Change in location or contact information (address, phone number, e-mail address, etc.)
- -Change in services provided (amendment to certification)
- -Change in ownership
- -Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Amy Redding at (317) 234-0234.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit http://www.in.gov/idoa/minority/Certifications.xls to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,

Claudia Cummings, Deputy Commissioner

Minority and Women's Business Enterprises Division

CC/ljt/nw

the second of

en de la composition La composition de la La composition de la

er formation to the control of the The control of t

Control of the Control

teritorio de la companya de la comp La companya de la co

and in 1940. The enterior was a second of the enterior of the enterior of the enterior of the enterior of the The enterior of the enterior of

November 28, 2007



ASAP Identification Security, Inc Sheila Brown 212 West 10th Street F 100 Indianapolis, IN 46202

Dear Ms. Brown:

The Division of Equal Opportunity has completed its review of your firm's application for certification as a Women Business Enterprise, WBE, and has determined that ASAP Identification Security, Inc is hereby certified with the City of Indianapolis as a WBE Manufacturer's Representative specializing in the sale & service of Identification Cards.

This certification is issued pursuant to the City Minority & Women Business Utilization Plan, part B.

This certification is valid from November 28, 2007 through November 30, 2010, inclusive.

Your certification is subject to revocation if changes in the ownership and/or managerial/operational control of the firm occur, or if just cause is determined through established investigative procedures. MBE firms must inform DEO, in the form of a sworn affidavit, of any changes affecting the ability of the firm or it's owners to meet disadvantaged status, ownership, or control requirements of the City Minority & Women Business Utilization Plan, part B. That affidavit must be received within thirty (30) days of the change.

Additionally, M/WBE firms must provide DEO, every year on the anniversary date of their certification, a sworn affidavit from the firm's owner(s), to affirm that there have been no changes affecting the ability of the firm or its owners to continue to meet the ownership and control requirements of the City Minority & Women Business Utilization Plan, part B. Such an affidavit form will be mailed to your firm approximately sixty (60) days prior to its anniversary date.

This certification is not necessarily accepted by other States or Agencies and does not verify the ability of your firm to perform the types of work you may indicate.

Enclosed, you will find information and forms for being added to the City of Indianapolis/Marion County Vendor's Mailing List. For further information about this matter, contact the Central Purchasing Division, Room 1522, City-County Building, (317)327-4900.

Sincerely,

Robert Ransom /sm

Administrator,

Division of Equal Opportunity

cc: file

Andrew Color (1995) Andrew

and which is the control of the cont

ng pragamental and salah sebagai dan mengantah mengantah sebagai dan mengantah sebagai dan mengantah sebagai d Pengantah sebagai sebag

and the second of the second o

en de la composition La composition de la La composition de la

.

Women's Business Enterprise Council







Women's Business Enterprise National Council in partnership with Michigan Women's Business Council certifies that the criteria for certification as a

WOMEN PRESIDENTS' Educational Organization, provining warse custinication





WOMEN'S BUSINESS COUNCIL. SOUTHWEST





MWBC









ASAP Identification Security, Incorporated







Women's Business Inverprise Council

Certificate Number: 2005110105 Expiration Date: 3/31/2009

SIC Code(s): 3861, 7382

NAICS Codes: 332812, 423410, 561621

mila the

Authorized by Michelle Richards, President, MWBC

,是这个人,也是这种情况,我们也不是一个人,我们就是我们的人,也不是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是一个人,也是

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 9-8				
OUE DATE: September 15, 2008				
TOTAL BID AMOUNT: \$1,117,872.00				
☑ MBE Firm ☐ WBE Firm				
Company Name: Dimension Four Office Products	Contact Person: Ural Smith, Jr.			
Address:	E-mail: lelia@dfourusa.com			
716 North Capitol Avenue				
Indianapolis IN 46204	Telephone Number: (317) 637-7117	Fax Number: (317) 263-6961		
Sub-Contract Amount: \$26,400.00		to be provided: supplies, office furniture and/or		
Sub-Contract Percentage of Total Bid: .023	computer supplies.			
Provide approximate dates when Sub-Contractor will per 2009-2012	form on this project:			
□ MBE Firm ■ WBE Firm				
Company Name: W.O.B. Office Supplies, Inc.	Contact Person: Nancy of	or Valerie Cockrum		
Address:	E-mail: nancyc@wobos.i	net		
5250 E US Hwy 36, Bldg 1000 Avon IN 46123	Telephone Number: (317) 203-3352	Fax Number: (317) 203-7110		
Sub-Contract Amount: \$79,200.00	Describe service/product to be provided: Supplies. General office supplies, office furniture and/or computer supplies.			
Sub-Contract Percentage of Total Bid: .07				
Provide approximate dates when Sub-Contractor will per 2009-2012	form on this project:			
Midwest Toxicology Services, Inc.	317-262-2203			
Respondent Firm	Telephone Number			
603 East Washington Street, Suite 200	317-262-2222			
Address	Fax Number			
ndianapolis IN 46204		x.com charlotte.ray@midwesttox.com		
City/State/Zip Code	Email Address	R		
ni rz 4 îi	Emany Addices	Mara		
	_ AMaion R al	ler		
Representative	Authorizing Signature			
Sharon K. Allen Representative September 12, 2008 Date	_ AMaion R al			

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

Page _____2 ____ of ____3_____

September 11, 2008

Ms. Charlotte Ray, Executive Assistant Midwest Toxicology Services, Inc. 603 East Washington Street Suite 200 Indianapolis, IN 46204

Re: State Of Indiana RFP 9-8

Controlled Substance & Alcohol Testing Services

Dear Ms. Ray:

Thank you for your inquiry about Dimension Four Office Products' interest in participating in the proposed contract. It is my understanding that the total budget for miscellaneous office supplies is estimated at \$26,400 for the period 2009-2012. Over the life of the contract, Midwest Toxicology will purchase office supplies as needed. Orders may include basic office supplies, office furniture and/or computer supplies.

Dimension Four is certified by the state of Indiana as a Minority-owned Business Enterprise (MBE). This designation was granted initially on May 12, 2000 and continuously since then. Most recently, our business was recertified on June 16, 2008 for a three year period.

Yes, we are very interested in participating/supporting the successful outcome of this contract.

Please direct any questions regarding this effort to me at 317-637-7117.

Sincerely

Ural Smith, Jr.

- Wal Smith In

President

		, and a second
		type of an expension to
		- vojej auss joi man
		ARRESTO A STATE AND A STATE AN
	÷	dilicos aucernodâha
		larin modamico) especia
		and the second s
		Smithtle as a second
		40.074 1.000 000 000 000 000 000 000 000 000 0
		-
·		
		toward country that the
		A PERSONAL PROPERTY OF THE PERSON NAMED IN PROPERTY OF THE PER
		V
		eyemplossoft in a surface



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATIONMinority and Women's Enterprises Division

Mitchell E. Daniels Jr., Governor Indiana Government Center South
402 West Washington Street, Room W469

Indianapolis, IN 46204 (317) 232 - 3061

June 16, 2008

Dimension Four Corporation dba Dimension Four Office Products Attn: Ural Smith P.O. Box 1923 Indianapolis, Indiana 46206

Subject: Application for MBE certification

Dear Ural Smith.

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that Dimension Four Corporation dba Dimension Four Office Products is hereby certified a Minority-owned Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority Business Enterprise participation:

UNSPSC CODES(S)

UNDIGC CODES(5)			
Code	Description		
44120000	Office Supplies		

his certification is valid through June 30, 2011. Although your certification is valid for a three-year period, you will be required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the Affidavit of Continued Eligibility form annually will result in revocation of your certification. Changes include, but are not limited to:

- -Change in location or contact information (address, phone number, e-mail address, etc.)
- -Change in services provided (amendment to certification)
- -Change in ownership
- -Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Shirley Houston at 232-6870 or shouston@idoa.in.gov.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit http://www.in.gov/idoa/minority/Certifications.xls to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely

Alice Watson

Deputy Commissioner

'adiana Department of Administration

.dinority and Women's Business Enterprises Division

CC/ltr/vrs

	197 person o constituir, pensantien in piparamente meneral pensantien (pensantien) pensantien pensa
	MATERIA STATE AND ADMINISTRATION OF THE STATE OF THE STAT
	The state of the s

W.O.B.

Office Supplies, Inc. A Certified Woman Owned Business

Nancy Cockrum

Ms. Charlotte Ray **Executive Assistant** Midwest Toxicology Services 603 E. Washington St., Ste 200 Indianapolis, Indiana 46204 September 11, 2008

Dear Charlotte,

Thank you for the opportunity to partner with Midwest Toxicology Services on your proposal, RFP-9-8 Controlled Substance and Alcohol Testing Services, with the State of Indiana. We will be providing your office supplies for this project.

W.O.B. Office Supplies, Inc has been certified as a WBE in the State of Indiana in the following areas since August 2006

Office Supplies

- Office furniture
- > Paper Products
- > Janitorial and cleaning supplies
- Medical gloves and accessories
- ➤ Bandages for general use
- Restroom supplies

June 2008 these additions were added:

- Bandages and dressings and related products
- > Hospital underpads
- > Adult diapers
- Surgical drapes
- Surgical shave kits or prep razors or clippers

This letter confirms the agreement between W.O.B. Office Supplies and Midwest Toxicology Services' intent to collaborate on this project for the Program years 2009-2012. W.O.B. will provide the above services to Midwest Toxicology Services in a professional and mannerly fashion. It is our understanding that Midwest Toxicology will enter into contract with W.O.B. Office Supplies for 7% of the enrollee costs from their budget, as compensation for our services. It has always been a pleasure to work with Midwest Toxicology Services. I look foreword to working with you on this project. For you records our Tax ID Number is 0124260187 Our bidder number is 16138

With service in mind,

5250 E US Hwy 36, Building 1000 Avon, IN 46123

Office: 317-203-3352 Cell: 317-409-1873 Fax: 317-203-7110

Email: WOBOS@indy.rr.com



or at the first of the contract of the second second of the second of the second of the second of the second of

1. 16.2

The strain of the first of the course

Seat the seat of t

and a superior of the control of the The contract and a second data and the contract of en de la composition La composition de la



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION pority and Women's Business Enterprises Divis

Minority and Women's Business Enterprises Division

Indiana Government Center South

402 West Washington Street, Room W469 Indianapolis, IN 46204

(317) 232 - 3061

Mitchell E. Daniels Jr., Governor

June 2, 2008

Nancy Cockrum, President W.O.B. Office Supplies, Inc. 5250 E US Hwy 36, building 1000 Avon, IN 46123

Subject: Request for amendment to certification

Dear Nancy,

On April 18, 2008, you requested an amendment to your certification. After a thorough review, the Minority and Women's Business Enterprises Division has decided to grant your amendment request.

This determination is based on information submitted to us, which indicates that your company provides a commercially useful function in the areas listed below, which will be added to your certification listing. Below is a full listing of the UNSPSC code(s) you are now currently certified in:

UNSPSC CODES(S)

ONSI SC CODES(S)			
Code	Description		
42132200	Medical gloves and accessories		
44110000	Office and desk accessories		
44120000	Office supplies		
47130000	Cleaning and janitorial supplies		
56101700	Office furniture		
42311500	Bandages and dressings and related products		
42132101	Hospital underpads		
53102306	Adult diapers		
42131701	Surgical drapes		
42295424	Surgical shave kits or prep razors or clippers		

This certification is valid through August 31, 2009. Although your certification is valid for a three-year period, you will be required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the Affidavit of Continued Eligibility form annually will result in revocation of your certification. Changes include, but are not limited to:

- -Change in location or contact information (address, phone number, e-mail address, etc.)
- -Change in services provided (amendment to certification)
- -Change in ownership
- -Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Mary Williams Hayes at (317) 232-3053. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,

Alice Watson, Deputy Commissioner

Minority and Women's Business Enterprise Division

AW/glm/vrs

Carrier Control of the Control of th

医抗乳性囊肿管 医连节中间变换

en de la composition La composition de la La composition de la

andre de la companya La companya de la co

and the second of the second o

este de la composition de la compositi La composition de la La composition de la

and the second of the second o

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

Contact Person: Jim or Mary Wellnitz		
E-mail: jwellnitz@figmentgroupinc.com		
Telephone Number: Telephone Number: (219) 326-8880 (219) 324-4493		
Describe service/product to be provided: Professional Services. Drug and alcohol testing, evidential		
breath alcohol equipment and supplies		
ll perform on this project:		
Contact Person:		
E-mail:		
Telephone Number: Fax Number:		
Describe service/product to be provided:		
ill perform on this project:		
317-262-2203		
Telephone Number		
317-262-2222		
Fax Number		
sharon.allen@midwesttox.com charlotte.ray@midwesttox.c		
To - 1 A 1.1		
Email Address		
Sharon Kallen		
Authorizing Signature		
Sharon Kallen		

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

	•

2328 N. U.S. Hwy 35, Ste B LaPorte, IN 46350 office 219.326.8880 fax 219.324.4493 web www.figmentgroupinc.com

FIGMENT GYOUPINC.

September 3, 2008

Ms. Sharon Allen President / Owner Midwest Toxicology Services, Inc. 603 E. Washington Street, Suite 200 Indianapolis, IN 46204

RE:

Letter of Commitment for RFP 9-8 ~ IDOA and the ISPD

Solicitation for Controlled Substance and Alcohol Testing Services

Dear Sharon:

Please accept this letter of commitment to demonstrate Figment Group, Inc.'s willingness and readiness to participate as an Indiana State-Certified Women's Business Enterprise (WBE) subcontractor for Midwest Toxicology Services, Inc. on Request for Proposal 9-8. Figment Group, Inc. has been state-certified as a WBE since 2004; and recertified in 2008 until September 30, 2011. We are registered with the Secretary of State under Control #2001040600003 since March 16, 2001.

Midwest Toxicology Services, Inc. has agreed to provide Figment Group, Inc. \$27,946.00 of the final contract award for services to begin January 1, 2009 or date of final State approval, whichever is later, and shall terminate on December 31, 2012 or forty-eight (48) months after date of final approval, whichever is later.

... will focus our full attention and talents to ensure our services are delivered in a manner that exceeds your expectations. Our commitment to Midwest Toxicology, Inc. is our utmost priority.

Figment Group, Inc. specializes in providing the following services:

- ✓ <u>Drug and Alcohol testing services using DOT Protocol</u>
- ✓ Evidential Breath Alcohol Equipment Distributor to provide EBT equipment and supplies
- ✓ Breath alcohol tests are conducted by <u>certified Breath Alcohol Technicians</u> meeting DOT requirements
- ✓ Urine Collectors are certified meeting DOT requirements for certified urine collectors
- ✓ Certified BAT and Urine Collector Trainer throughout the Midwest
- ✓ <u>DOT Training curriculum</u> and participant <u>material development</u>, workbook and material production, and <u>facilitation</u> of <u>on-site training</u>; extensive experience in delivering high quality, innovative training, both <u>regulatory and</u> technical-based to all modals of the DOT

We appreciate and value the opportunity to partner with you and your team! I will be your primary contact for this RFP.

Best regards,

Mary L. Wellnitz, BA MBA

CEO/President

Many Willing

Memberships:

- ~ Drug & Alcohol Testing Industry Association (DATIA)
- ~ Indiana Criminal Justice Institute ~ Indianapolis, IN
- ~ The Partnership for a Drug-Free Indiana ~ Indianapolis & La Porte, IN
 - Society of Innovators ~ Northwest, IN
 - National Association of Women Business Owners (NAWBO) ~ Indianapolis, IN
- ~ Women in Leadership ~ La Porte County, IN

		4-2
		4



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION
Minority and Women's Business Enterprises Division

Mitchell E. Daniels Jr., Governor

Indiana Government Center South 402 West Washington Street, Room W469 Indianapolis, IN 46204 (317) 232 - 3061

September 3, 2008

Mary L. Wellnitz, CEO Figment Group, Inc. 2328 N. US 35 LaPorte, IN 46350

Subject: Application for WBE certification

Dear Mary,

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that Figment Group, Inc. is hereby certified as a Women-owned Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women Business Enterprise participation:

UNSPSC CODES(S)

01,0100 00020(0)			
Code	Description		
80101500	Business and corporate management consultation		
	services		
80141602	Public relation services		
85121810	Drug or alcohol screening		
86101709	Safety training services		
93131705	Drug abuse prevention or control programs		
93141808	Occupational health or safety services		

This certification is valid through September 30, 2011. Although your certification is valid for a three-year period, you will be required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the Affidavit of Continued Eligibility form annually will result in revocation of your certification. Changes include, but are not limited to:

- -Change in location or contact information (address, phone number, e-mail address, etc.)
- -Change in services provided (amendment to certification)
- -Change in ownership
- -Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Shirley Houston at 317-232-6870.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit http://www.in.gov/idoa/minority/Certifications.xls to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely.

Alice Watson, Deputy Commissioner

Minority and Women's Business Enterprises Division

AW/glm/vrs

	and the state of t	
	turning and to provide the second	
	Per et trockidik generalen en e	
	may makangan musik ki punisik ki ki masik ma	

	Visit mental manufacture physician section (1987).	
	THE PARTY STATES AND THE PARTY	
	M(1)	
	TANAMA MARKATAN MARKA	
*,		
	The state of the s	
	-	
	THE COLUMN TWO PROPERTY OF A CASE	